

REGISTRATION REQUIREMENTS

Alabama IRP has a staggered registration system. When registrants first establish an IRP account, they are assigned a renewal month in which to re-register their vehicle(s). Assignable renewal months include all months except November and December.

Before a vehicle may be apportionally registered in the State of Alabama, the registrant must:

1. Have an established place of business located in Alabama or be leased to a carrier that has an established place of business in Alabama;
2. Complete IRP Schedules A and B; & G (new applicants)
3. Have a USDOT Number;
4. Provide proof of compliance with Alabama ad valorem tax laws;
5. Provide proof that Alabama sales, use or rental tax has been satisfied;
6. Provide a copy of the title or Alabama title application;
7. Provide proof of payment (or exemption) of the IRS federal heavy vehicle use tax (Form 2290) if the power unit will be registered at a weight of 55,000 pounds or more;
8. Provide completed MCS 150 form unless the last update was less than 12 months;
9. Provide proof of prior registration if the vehicle was previously registered in another jurisdiction;
10. Provide any other documents that are deemed necessary according to Alabama law; and
11. Pay the bill in full to complete the registration.

After all requirements for registration have been satisfied, all credentials will be shipped through United Parcel Service (UPS) or by U.S. Mail. You may also pick up your credentials from the MCS office.

IMPORTANT RE-REGISTRATION INFORMATION

If you are currently registered with Alabama IRP, renewal applications will be mailed to the mailing address on file. It is the registrant's responsibility to provide the correct mailing address.

AN ALABAMA IRP LICENSE PLATE(S) WILL EXPIRE THE LAST DAY OF THE REGISTRANT'S ASSIGNED RENEWAL MONTH. (Example: If an account has been assigned a renewal month of March, all registrations for that account will expire March 31.)

To ensure that a registrant's credentials are received before the end of renewal month, the renewal application should be submitted to the MCS office by the first day of a registrant's assigned renewal month. All IRP license transactions may be completed online.

If you have an IFTA account with Alabama, your IRP renewal printout may include preprinted mileage for some jurisdictions. This is the mileage that was reported on your IFTA account which corresponds to the IRP mileage reporting period.

If the mileage printed on your IRP renewal printout is incorrect, make the necessary mileage corrections on your IRP renewal printout.

Note: you must have an IFTA account in order to use this feature.

STEPS TO FOLLOW TO RE-REGISTER

1. You should receive your renewal packet by mail prior to your renewal month. This packet will contain:
 - A. Special notices outlining important information concerning the current year's re-registration;
 - B. Computer printouts listing carrier and vehicle information for the account; and
 - C. MCS-150 forms, if MCS-150 has not been updated within 12 months of assigned renewal month.
2. Read all notices and carefully follow the steps listed under the IRP Renewal Instructions.

3. Submit the completed renewal application and necessary documents to the MCS office as soon as possible. It is not necessary to wait until you have paid Ad Valorem Taxes and Federal Heavy Vehicle Use Taxes in order to submit the completed application. These documents may be submitted with the payment of your bill.
4. After you have submitted your completed application(s), you will receive a bill for payment of your registration(s) and a notification of additional documents that are needed for registration. You will need to send to our office:
 - A. A copy of the bill.
 - B. Payment.
 - C. If received, a copy of the Notification of Additional Documents Needed for Registration.
 - D. The documents requested on the Notification of Additional Documents Needed for Registration.

ENFORCEMENT

Credentials (registration cab card and IRP license plate) must be on the vehicle by the last day of your renewal month. Alabama IRP vehicles not displaying the current license plate and cab card, a valid trip permit, or temporary vehicle registration will be in violation of Alabama law, and the driver is subject to arrest and fines in all jurisdictions.

Alabama carriers should learn the requirements of other jurisdictions before operating in them.

Enforcement personnel look to the cab card for proof that vehicles are properly registered. This cab card should be carried in the vehicle described on the card and must not be mutilated or altered in any way.

If a registrant renews an IRP vehicle registration and obtains the new credentials prior to the assigned renewal month, the registrant may attach the new license plate to the vehicle; however, the new cab card **AND** current cab card must be kept in the vehicle until the new registration goes into effect. Law enforcement will look to the current, not future registration, for compliance with registration laws up to the time the future registration goes into effect. All important registration dates are listed on the cab cards. IRP registration DOES NOT exempt a carrier from fuel tax or operating authority requirements.

NOTE: *Enforcement personnel will be noting the Vehicle Identification Number (VIN) on the vehicle itself and on the cab card. Exercise extreme care in correctly writing this number on your IRP registration application. (The certificate of title and VIN plate are the best sources for the VIN number.)*

SUPPLEMENTAL IRP APPLICATIONS

Before a supplemental application can be processed, the IRP renewal application must be processed and paid. Once the renewal application has been processed and paid, the appropriate IRP forms and supporting documentation may be submitted as outlined below. All IRP supplemental applications may be submitted online.

Supplemental applications may be submitted to:

1. Add a vehicle(s);
2. Remove a vehicle(s);
3. Transfer a tag from one vehicle to another;
4. Increase a vehicle's weight;
5. Report the change of ownership of a vehicle;
6. Add a jurisdiction(s) to a fleet;
7. Change the type of operation or commodity class of a fleet;
8. Replace credentials (license plate and/or cab cards);
9. Change IRP account information.